

## WARREN COUNTY BOARD OF SUPERVISORS

COMMITTEE: PERSONNEL

DATE: DECEMBER 19, 2012

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**COMMITTEE MEMBERS PRESENT:**

SUPERVISORS CONOVER  
KENNY  
SOKOL  
MERLINO  
TAYLOR  
STRAINER  
DICKINSON  
GIRARD  
MASON

**OTHERS PRESENT:**

DANIEL G. STEC, CHAIRMAN OF THE BOARD  
PAUL DUSEK, COUNTY ADMINISTRATOR  
JOAN SADY, CLERK OF THE BOARD  
KEVIN GERAGHTY, BUDGET OFFICER  
SUPERVISORS BENTLEY  
MCDEVITT  
WESTCOTT  
KELLI KENNEDY, PRESIDENT, CSEA LOCAL 857 UNIT 9000  
ROB METTHE, DIRECTOR OF INFORMATION TECHNOLOGY  
DON LEHMAN, THE POST STAR  
AMANDA ALLEN, DEPUTY CLERK OF THE BOARD

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Mr. Conover called the meeting of the Personnel Committee to order at 11:00 a.m.

Motion was made by Mr. Mason, seconded by Mr. Girard and carried unanimously to approve the minutes of the prior Committee meeting, subject to correction by the Clerk of the Board.

Copies of the Personnel agenda were distributed to the Committee members and a copy of same is on file with the minutes.

Commencing the agenda review with agenda item no. III., Paul Dusek, County Administrator, announced he was pleased to report that the County Negotiating Team, which included Mr. Geraghty and himself, had reached a proposed five year agreement with the CSEA (Civil Service Employee's Association) Employee Unit. He noted the CSEA Employee Unit was the largest of Warren County with 439 of the 800 part-time and full time County employees. He said this was a significant contract which had been under negotiation for some time and he added the County had been concerned with reaching an agreement in order to budget for 2013 and beyond. Mr. Dusek distributed a handout, entitled "Proposed CSEA Collective Bargaining Agreement Highlights" and he reviewed the document in detail; *a copy of the handout is on file with the minutes.*

Mr. Dusek stated the agreement was for five years which was significant for Warren County because it would provide certainty for the budget for the next five years. Regarding the wage schedule for the agreement, Mr. Dusek reported no increase in salaries for 2012; however, he added, a \$300 sign-on bonus would be allocated to each CSEA full time employee, to be prorated for part-time employees. For 2013, he continued, each employee would receive a \$500 flat wage schedule adjustment, followed by a 2% salary increase for 2014; a 2% salary increase for 2015; and a 2.5% salary increase for 2016. Mr. Dusek announced the steps for longevity increases had been moved to the employee's anniversary date, as opposed to January 1<sup>st</sup>, and upon achievement of the years needed for the next step increase. He advised this would result in a savings to the County, although it was difficult to calculate the value of the savings.

Regarding the health insurance portion of the agreement, Mr. Dusek reported the employee contributions towards health insurance would increase to 10% in January 2013; 11% in December 2013; 12% in December 2014; and 13% in December 2015. He said new employee contributions would begin at 20% and new employee health insurance for retirement would not commence until age 65 and would require 20 years of service in order to qualify. He noted currently the program allowed employees to retire at age 55 and enjoy ten years of health insurance coverage through the County. Mr. Dusek commented, a few years prior, the County had changed health insurance carriers which resulted in an increase in the amount for co-pays. He added the County had initiated a program which allowed the

employees to submit paperwork for reimbursement of the difference between the previous co-pay amount and the current amount. Under the new agreement, he continued, the co-pay reimbursement program would end on December 31, 2013. He stated under the new agreement, the County obtained the right to offer lower cost, higher deductible and fewer benefit insurance plans to employees as an option. He added this would allow the County to offer plans which were less expensive to both the County and the employees. Mr. Dusek apprised the County also obtained the right to change insurance carriers or to self insure as long as the benefits were substantially similar.

Mr. Dusek announced the total number of sick day benefits granted to employees each year would be reduced by two. He said the sick leave cash incentive program, which offered an incentive of \$400 to any employee who did not utilize any sick time for the year, would be terminated. He added this incentive program cost the County approximately \$60,000 to \$70,000 per year of which approximately \$20,000 per year was paid to CSEA employee members. He apprised new employees would not be entitled to a sick leave payout upon retirement.

Mr. Dusek stated the new agreement had amended the rule which required overtime pay for any employee who worked more than eight hours in a day. The County, with the employee's cooperation, he continued, now had the right to work an employee up to ten hours per day without requiring overtime pay. He explained that an employee who worked an extra two hours one day would be allowed to take off the two hours later in the week. He noted this would be the standard of operation for a trial period ending December 31, 2013. Mr. Dusek pointed out the addition of a Compensatory Time Program, which would allow the County to request an employee to work more than 40 hours in a week without overtime pay with the understanding that the additional hours worked would be granted back to the employee as time off at a later date. He noted this would also have a trial period ending December 31, 2014. Mr. Dusek commented new employee vacation accruals would be restructured to accrue each pay period and would not be earned until the employee had completed six months of employment. He stated the vacation day carryover policy was clarified and made consistent with the non-Union employee policy previously adopted by the Board. Mr. Dusek pointed out a Family Sick Leave benefit was added to the agreement which would allow employees to utilize sick days for family emergencies involving a relative for whom they were the primary care giver (child, elderly parent, etc.). He added the County had implemented this program in previous years and the employees had not abused the privilege.

Mr. Dusek announced a Reallocation Committee would be formed with representatives from the CSEA Union and County management to determine if salary grades were appropriate and to provide recommendations to the Board of Supervisors. He mentioned the possibility of instituting a Flexible Spending Account (FSA) if it could be accomplished at no cost to the County. He stated the County would cover the cost of glasses and hearing aide replacement for employees if they were damaged in the course of work. He commented the new agreement would call for drug and alcohol testing in the event of an accident at work. He added this was the first step in initiating a drug and alcohol testing program at the County. He alluded that prior agreements had called for the County to reimburse truck drivers for the fees associated with their CDL Licenses and a request was made by CSEA representatives to allow reimbursement of licensing fees incurred by Nurses employed by Warren County. He noted this reimbursement program was added to the agreement and the cost was approximately \$100 per Nurse every two to three years.

Mr. Dusek recommended the Personnel Committee approve the proposed CSEA Collective Bargaining Agreement, as he felt it was fiscally responsible and provided the County with certainty for the multi year budgeting process. He added the agreement responsibly addressed the County's exposure to future employee benefits. He pointed out the agreement was the result of local CSEA employees understanding of the financial challenges the County was facing and the economic conditions which had befallen all of the residents of Warren County. He stated he had genuine respect and appreciation for the CSEA

Negotiating Team and the County employees. He said the County employees were true public servants who had a genuine care and concern for the residents of Warren County.

Mr. Kenny thanked Messrs. Dusek and Geraghty for their work on negotiating the contract and he complimented the CSEA representatives for the level of care and concern expressed during negotiations. Mr. Merlino agreed with Mr. Kenny's statement. Chairman Stec congratulated Messrs. Dusek and Geraghty for the work completed on behalf of the County and expressed the agreement was a good compromise which was both reasonable to the employees and in the best interest of the taxpayers. Mr. Geraghty commented that negotiations had remained cordial throughout the entire process.

Motion was made by Mr. Merlino, seconded by Mr. Dickinson and carried unanimously to approve the proposed CSEA Collective Bargaining Agreement and to forward same to the Board of Supervisors for discussion and/or approval. *The necessary resolution was authorized for the December 21, 2012 Board Meeting.*

Continuing with agenda item no. IV., Mr. Conover said the next item for discussion pertained to the health insurance contributions for new non-Union employees. Mr. Dusek stated the County had implemented the hiring freeze and if it was lifted both Union and non-Union employees would be hired to fill vacant positions. He recommended the 20% contribution for new employees pertain to both Union and non-Union employees. Mr. Dusek noted discussions would be held at a later date concerning a possible increase in the amount of health insurance contributions for existing non-Union employees. He added the new non-Union employees would also have health insurance for retirement to commence at age 65 and would require 20 years of service in order to qualify.

Motion was made by Mr. Kenny, seconded by Mr. Dickinson and carried unanimously that new non-Union employee health insurance contributions would be at the level of 20%; and health insurance for retirement would not commence until age 65 and would require 20 years of service in order to qualify. *The necessary resolution was authorized for the December 21, 2012 Board meeting.*

Mr. Conover pointed out agenda item no. V. pertained to review of the current hiring freeze which had been implemented in order to stabilize the salary budget for 2013. He noted some of the Departments had struggled with under staffing issues caused by the hiring freeze. He suggested the hiring freeze be lifted to allow the filling of vacant positions. He noted the filling of vacant positions would still require Committee approval, Personnel Committee approval and Board approval. Mr. Dusek commented there were some vacant positions which had already received approval from their Committee for filling but had been stopped at the Personnel Committee due to the hiring freeze. A brief discussion ensued.

Motion was made by Mr. Girard, seconded by Mr. Sokol and carried unanimously to lift the hiring freeze previously adopted by the Board. *The necessary resolution was authorized for the December 21, 2012 Board Meeting.*

Mr. Conover mentioned agenda item no. VI. pertained to necessary appropriations for the 2012 CSEA Agreement payment of \$300 sign-on bonus per full time employee, prorated for part-time employees. Mr. Dusek explained the funds had not been previously budgeted and therefore would require authorization to appropriate from the general fund surplus. He noted there would not be time to go through the appropriate steps for approval but this Committee could approve the appropriation to be presented to the Board of Supervisors.

Motion was made by Mr. Mason, seconded by Mr. Taylor and carried unanimously to authorize the necessary appropriations from the general fund surplus for the 2012 CSEA Agreement payment of \$300 sign-on bonus per full time employee, prorated for part-time employees. *The necessary resolution was authorized for the December 21, 2012 Board Meeting.*

Mr. Conover stated agenda item no. VII. pertained to the review of two DPW (Department of Public Works) and one Tourism Department position. Mr. Dusek explained there had been layoffs scheduled for the Buildings & Grounds Department at the same time that there had been vacant positions in the DPW. As a result, he continued, the positions were abolished in the Buildings & Grounds Department and the employees were relocated to the DPW. He explained the positions had been budgeted through 2012 but were abolished in the 2013 budget. The problem that existed, he continued, was the Board could not amend the 2013 County budget until 2013 had commenced with the Organization Meeting on January 4, 2013. Mr. Dusek stated that simply waiting until January 4<sup>th</sup> to amend the budget would require the employees to be laid off on December 31<sup>st</sup> and rehired following the January 4<sup>th</sup> Organization Meeting. He noted another option was to allow the employees to be hired on January 1, 2013 and the Board could ratify those actions at the January 4, 2013 Organization Meeting. A brief discussion ensued.

Motion was made by Mr. Kenny, seconded by Mr. Taylor and carried unanimously to hire the aforementioned employees effective January 1, 2013 and to ratify the actions at the January 4, 2013 Organization Meeting. *The necessary resolution was authorized for the December 21, 2012 Board Meeting.*

Mr. Conover apprised agenda item no. VIII. pertained to a request from the Information Technology (IT) Department to authorize a payout for three unused vacation days. Mr. Dusek explained the current policy was to allow employees to carry over up to five vacation days into the new year and anything in excess of the five days would be forfeited. He apprised the employee in question had been working on critical projects and the demand on his time had made it impossible for him to use his vacation time. He noted the employee had eight days of vacation remaining, of which he could carry over five days. Because this was an unusual case, Mr. Dusek suggested the Committee approve the payout of three days of vacation time and allow the employee to carry over the remaining five days.

Mr. Dusek read the following rule for the record:

“In the case of an employee who is not a Department Head, that employee was requested to not take vacation time or was affirmatively denied the opportunity to take vacation time, during the time frames provided herein, that you can make payment of that time at the current year’s pay rate.”

Motion was made by Mr. Dickinson, seconded by Mr. Girard and carried unanimously to authorize the payout of three days of vacation time to an employee of the IT Department due to an inability to take vacation time due to pending projects. *The necessary resolution was authorized for the December 21, 2012 Board meeting.*

There being no further business to come before the Personnel Committee, on motion made by Mr. Mason and seconded by Mr. Dickinson, Mr. Conover adjourned the meeting at 11:39 a.m.

Respectfully submitted,  
Amanda Allen, Deputy Clerk of the Board  
*As typed by Charlene DiResta, Sr. Legislative Office Specialist*